

**CHARTER FOR THE TC-AIMS II
TEST AND EVALUATION WORKING-LEVEL INTEGRATED
PRODUCT TEAM
(T&E WIPT)**

1. **PURPOSE:** To formally charter the Transportation Coordinators'-Automated Information for Movement System II (TC-AIMS II) T&E WIPT, comprised of the command representatives for the agencies listed in paragraph 3, below.
2. **SCOPE:** To develop and maintain the TC-AIMS II T&E strategy; and to plan, budget, resource, execute and conduct the T&E program.
3. **MEMBERSHIP:** The T&E WIPT consists of the principal and associate members listed below.
 - a. Principal member of the T&E WIPT will be composed of one representative (primary) from each of the following:

NAME	ORG	PHONE	EMAIL
	PM TIS		
	PEO EIS		
	CIO G-6		
	DOT&E		
	DST&E		
	AEC (IDE)		
	AEC (SE)		
	PM TIS (DT)		
	OTC (OT)		
	CASCOM (Tng)		
	JFCOM		
	NAVY		
	JITC		
	J4		

- b. Associate Members: Associate members do not have coordination privilege as principal members, but provide functional or technical support to the T&E WIPT.

NAME	ORG	PHONE	EMAIL
	USAISEC		
	NETCOM		

4. **OBJECTIVE:** The objective of the T&E WIPT is to provide a forum for test planning and integration to ensure an adequate and comprehensive test program to fully validate the system.

5. PROCEDURES:

- a. After coordination with principal members, the chairperson will convene a meeting and provide for the recording and distribution of the minutes of the meetings.
- b. Not less than two (2) weeks prior to each meeting, the chairperson will provide each member agency with notification of the time, place, and agenda for the proposed meeting.
- c. Member agencies will be responsible for ensuring their representation and any additional supplementary representation as may be indicated by the agenda.
- d. Threat, Supportability, and Training subgroups will be established as required.
- e. Members will be responsible for action items related to their functional/technical areas that are specified in an Action Item List (AIL) that is revised by the organizations' representatives at each meeting. Additions or deletions as recommended by the agency representatives attending the meeting will be reviewed by the group and an updated AIL will be provided as part of the minutes.
- f. T&E WIPT members will provide inputs and recommendations with regard to modification and revision of the Test Evaluation Master Plan (TEMP).
- g. Disagreements that cannot be resolved on matters of substance will be elevated from the T&E WIPT to the IIPT. If the IIPT cannot resolve the disagreement(s), the matter will be elevated through the chain of command for adjudication.

6. DISTRIBUTION:

- a. This charter, minutes of all meetings, and all issues of the T&E WIPT AIL will be distributed to each T&E WIPT principal member within ten (10) working days after the meeting.
- b. If the minutes do not adequately reflect a member's understanding of what was accomplished at a T&E WIPT, or if a member organization's position changes, this should be brought to the attention of the chairperson for correction or added as an action item to the next T&E WIPT Agenda within two (2) weeks after the receipt of the minutes.
- c. Additional supplemental distribution of meeting minutes and AIL will be as recommended by the group.
- d. Copies of T&E documentation will be provided to all T&E WIPT members.
- e. Specific points of contact and their addresses are provided as an appendix.

7. Based on concurrence by the principal T&E WIPT members, this charter is approved.

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T&E WIPT Chair

Robert W. Morris
PM, Transportation
Information Systems